

# **CITY OF CHANDLER**

## **CITY IDENTIFICATION CARDS**

### **I. PURPOSE**

To establish guidelines and procedures for the issuance, use, and control of City identification cards.

### **II. POLICY**

The City of Chandler recognizes that safety in the workplace is of primary importance. In an effort to be able to recognize unauthorized personnel in a City facility, the City of Chandler has established a program to issue employee and non-employee staff with a City identification card.

### **III. DEFINITIONS**

- A. Employee: a person who is employed by the City of Chandler in a full or part time capacity and is paid by the City of Chandler payroll.
- B. Non-employee staff: persons including temporary help from an outside agency, consultants, volunteers, and contract employees.

### **IV. RESPONSIBILITIES**

- A. Employee/Non-employee staff - It shall be the responsibility of employees and non-employee staff who have been issued an ID card to:
  - 1. wear it at all times in a visible manner when they are at work.
  - 2. report a lost or stolen card to Human Resources immediately.
- B. Supervisor - It shall be the responsibility of the employee's or non-employee staff's supervisor to:
  - 1. ensure that employees and non-employee staff are displaying the identification card while at work.
  - 2. ensure that lost, stolen, or misplaced identification cards are reported to Human Resources.
  - 3. provide necessary signature authorization for the issuance of a replacement

3. provide necessary signature authorization for the issuance of a replacement identification card and to forward the requests to Human Resources.
4. retrieve identification cards from employees and non-employees when they leave City employment and to forward the cards to Human Resources for disposal.

C. Human Resources - It shall be the responsibility of Human Resources to:

1. issue identification cards to employee and non-employee staff in a timely manner.
2. maintain records of all personnel receiving identification cards.
3. provide necessary forms for requesting issuance of identification cards.
4. ensure the proper disposal of identification cards of terminated employees.

## V. PROCEDURES

A. Issuance

1. An identification card shall be issued to City employees and non-employee staff members by the Human Resources office upon hire. The card will contain the individual's photo, their name, their employee number (if applicable), their department, and other information as required. Seasonal employees shall not be issued an identification card, unless one is requested by a Department or Division Head. Departments with unique security requirements will be authorized to issue and control identification cards for their department personnel.
2. Individuals who have been issued an identification card shall wear it at all times in a conspicuous location with their picture and name visible when they are at work. Department Directors may exempt employees and non-employee staff from the requirement to wear their identification card based upon extenuating circumstances. This would include individuals who work in areas where the display of the identification card would constitute a hazard or where it is not practical. Individuals who are exempt from wearing an identification card shall have their card available for display if requested.
3. Individuals who transfer to another City department shall request a new identification card that reflects their new department name.

B. Loss and Misuse:

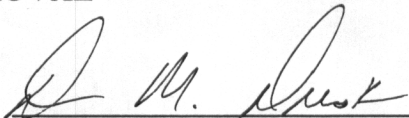
1. Lost identification cards shall be reported to Human Resources immediately.
2. A replacement identification card will be issued after a completed Identification Card Request Form is submitted to the Human Resources Office.
3. Individuals shall not loan or give their City issued identification card to any other person.
4. The identification card shall not be altered in any manner.
5. Employees who fail to adhere to the responsibilities or procedures of this policy may be subject to discipline.

C. Surrender:

2. All identification cards issued are the property of the City of Chandler. Upon termination of employment with the City, the identification card shall be surrendered to the supervisor of the employee or non-employee staff member.

VI. APPROVAL

Approved: \_\_\_\_\_



Date: \_\_\_\_\_

5/28/02

Donna M. Dreska, City Manager